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21 July 1949

MEMORANDUM FOR: ICAPS Files

Subject: ICAPS Procedure

When preparing proposals for interdepartmental coordination (NSCIDs, DCIs, or agreements) ICAPS will follow the procedures listed below:

1. When a proposal has been received by ICAPS from one of the CIA offices, or has been drawn up by ICAPS, it will have received some working level agreement within CIA and maybe within some of the IAC Agencies. Proposals are also received from individual members of the IAC.

2. ICAPS will then see to it that it is coordinated fully within CIA, by sending copies of the proposal to :

General Counsel See Memo 20 July '49  
Executive  
ORE  
OCD  
OO  
OSO  
OPC  
OSI, and  
IAS

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It is hoped that these offices will make an effort to submit any comments that they care to make about additions or deletions or changes within a dead-line of about a week. ICAPS desires to have a firm CIA position, and endeavors to maintain that position with the IAC Members, but never yet has it succeeded 100%, since several of the IAC Agencies usually wish to make changes in the proposals. Unanimous agreement cannot be obtained from the IAC without watering down our proposals.

3. Then comes coordination outside CIA by circulating the CIA or Agency proposal to the IAC Standing Committee Members prior to holding a Standing Committee Meeting or Meetings. Eventually an agreement is reached, but it is often quite different from the original proposal.

4. Then the paper agreed to by the Standing Committee Members is circulated with a formal voting slip to the IAC Members themselves:

State

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Navy  
Air Force  
Atomic Energy Commission  
Joint Intelligence Group  
Federal Bureau of Investigation

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In the course of more time when their voting slips are <sup>returned</sup> ~~received~~, it may then go to the Executive Secretary of the NSC for issuance as a NSCID or may be issued by CIA as a DCI or agreement, or it may have to go back to the Standing Committee for reconsideration, or to the Secretary of Defense. At the moment there is no procedure for getting out such a directive or agreement if State or FBI or AEC resolutely refuses to go along with the proposal. Should such an occasion arise, however, it might be possible to get the Security Council to take some action.

PRESCOTT CHILDS  
Chief, ICAPS

cc: Circulate within ICAPS

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